

**Town of Natick
Job Description**

Position Title:	Senior Planner	Grade Level:	3
Department	Community Development	FLSA Status	Exempt
Reports to:	Director of Community & Economic Development		

Statement of Duties: Responsibilities include professional and technical work in planning, including community planning, economic development, land use planning, subdivision plan review, site plan review, zoning by-law compliance, housing, historic preservation, transportation and infrastructure and long-range planning for the community. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction of the Director of Community and Economic Development, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Position does not require the regular supervision of employees, but may supervise the work of volunteers, interns or consultants.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

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Confidentiality: Employee has access to confidential information obtained during the performance of the regular duties of the position.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

Nature and Purpose of Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations and state agencies. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as staff to various Boards and Commissions.
- Conducts and facilitates planning, economic development, transportation and infrastructure efforts, and historic preservation initiatives and programs.
- Identifies grant opportunities; applies for and administers grant funded programs
- Advocates for state funding for road improvement projects and coordinates with MassDOT to advance such projects
- Advocates for and manages implementation of bicycle/pedestrian transportation projects
- Researches and analyzes data.
- Manages events/initiatives relating to design, development and investment.

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- Collaborates on presentations for various state and federal agencies.
- Performs analyses to support various Town policies.
- Reviews plans going before the Planning Board, Zoning Board of Appeals (ZBA), Design Review Board and/or Conservation Commission.
- Prepares staff reports for cases before various boards and commissions.
- Presents case information before various boards and commissions.
- Develops and recommends by-law amendments.
- Serves as lead coordinator on various planning projects.
- Supports the creation and implementation of economic development programs.
- Provides information to public regarding Town and State by-laws and regulations.
- Provides professional and technical administrative approval on Town processes, in accordance with local and state regulations.
- Generates minutes of meetings as needed.

Recommended Minimum Qualifications:

Education and Experience:

- Bachelor's Degree in Planning or related field, and five (5) years' experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Master's degree in Planning or related field preferred.

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of planning, conservation, preservation, economic development, transportation and infrastructure is required.
- A working knowledge of M.G.L. Chapter 40A, Subdivision Control Law, and other applicable State and Federal regulations and programs.

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Abilities:

- Ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, property owners, supervisors, employees, and the general public.

Skill:

- Skill in facilitating and public presentations is required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- Minimal physical demands are required to perform the work.
- Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing.
- Work requires some agility such as moving in or about construction sites or over rough terrain.
- There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.).
- When in the field, more physical skill may be required to accomplish the duties required.

Motor Skills:

- Duties are largely mental rather than physical, but the job requires motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment and filing and sorting of papers.

Visual Skills:

- Visual demands require constantly reading documents and plans/blueprints for general understanding and analytical purposes.

This job description does not constitute an employment agreement between the employer and the

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employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.